

Uploading Assessment Score Sheets

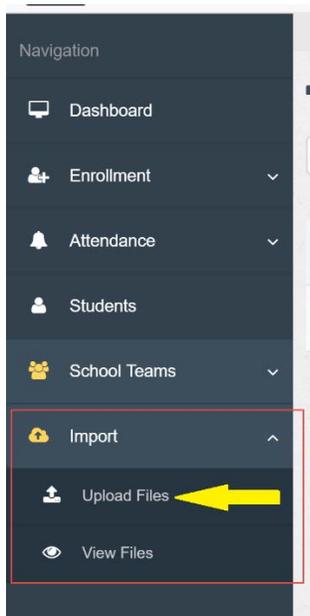
Step 1. Open each spreadsheet and verify the data for accuracy.

1. Check to see which score sheet you've opened – SummerPre or SummerPost.
2. Any cell highlighted in red must be completed.
3. Assessments that are not valid for the grade level of students in the spreadsheet will be pre-populated with N/A and grayed out.
4. If a student was not tested in any of the assessments listed in the spreadsheet, choose “No” under the “Student Tested” column (column H) for the students.
5. If a student completed some of the assessments in the spreadsheet but not all, leave “Yes” in the “Student Tested” column and choose “NotTested” for the score of the assessment(s) not tested.

DO NOT give a score of “0” for any students who were “Not Tested”.

| H | I | J | K | L | M | N | O |
|---------------|------------|--------------------------|----------------------------|------------------------|-------------------|---------------------------------|-------------------------|
| StudentTested | TestWindow | CapitalLetterRecognition | LowerCaseLetterRecognition | LetterSoundRecognition | NumberRecognition | PrePrimerDolchSightWords40Words | DolchSightWords220Words |
| Yes | SummerPre | 26 | 26 | 25 | 20 | 36 | N/A |
| Yes | SummerPre | 23 | 24 | 17 | 20 | 2 | N/A |
| No | SummerPre | | | | | | |
| Yes | SummerPre | 25 | 26 | 22 | 17 | 14 | N/A |
| Yes | SummerPre | 25 | NotTested | 19 | NotTested | 10 | N/A |
| Yes | SummerPre | 26 | 26 | 25 | 20 | 31 | N/A |
| Yes | SummerPre | 17 | 16 | 18 | 18 | | N/A |
| Yes | SummerPre | 25 | 25 | 25 | 19 | 20 | N/A |
| | | | | | | | |

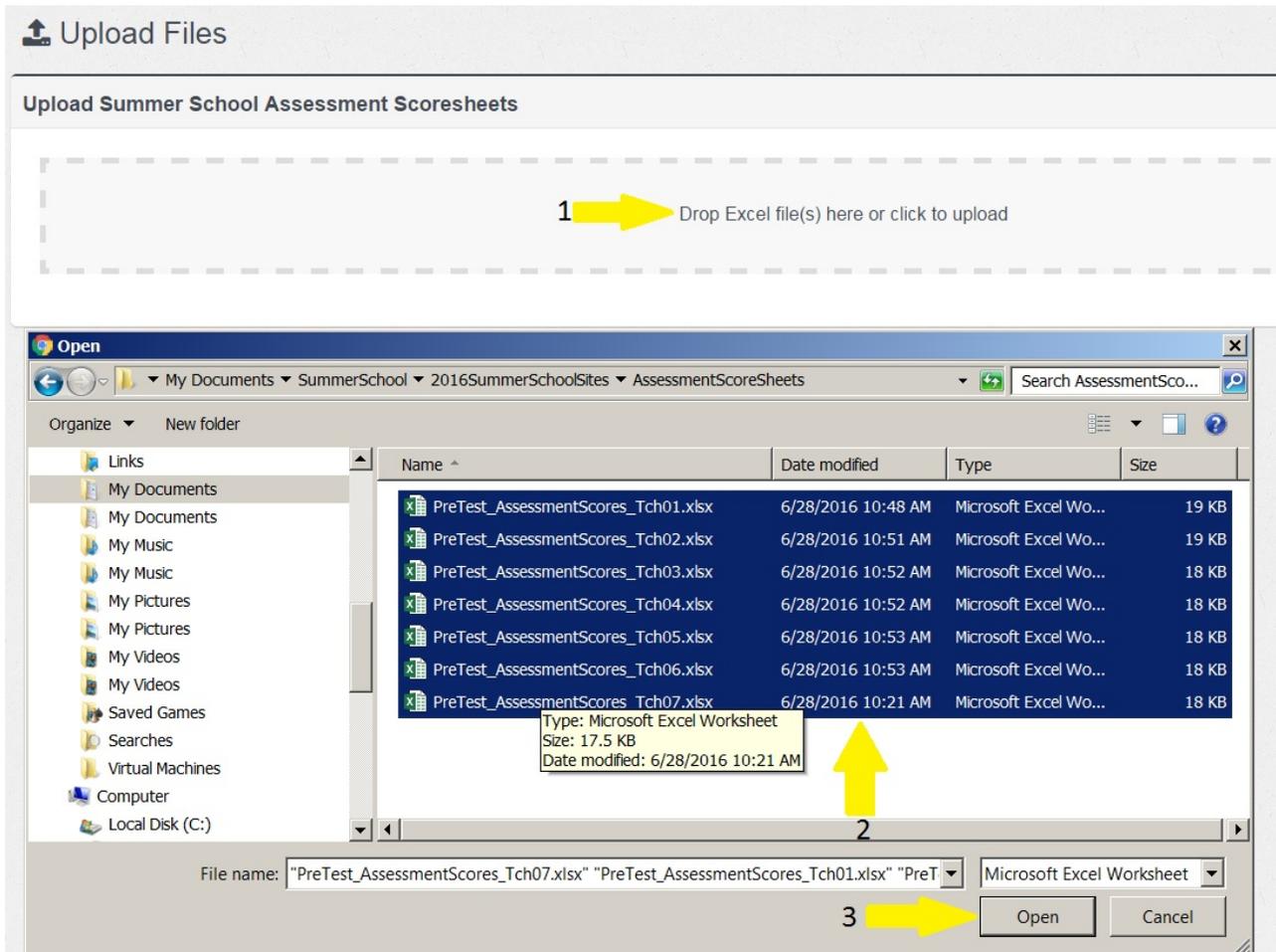
Step 2. Expand the “Import” option in the control bar and choose the “Upload Files” option.



Step 3. There are 2 methods available to upload the assessment score sheets.

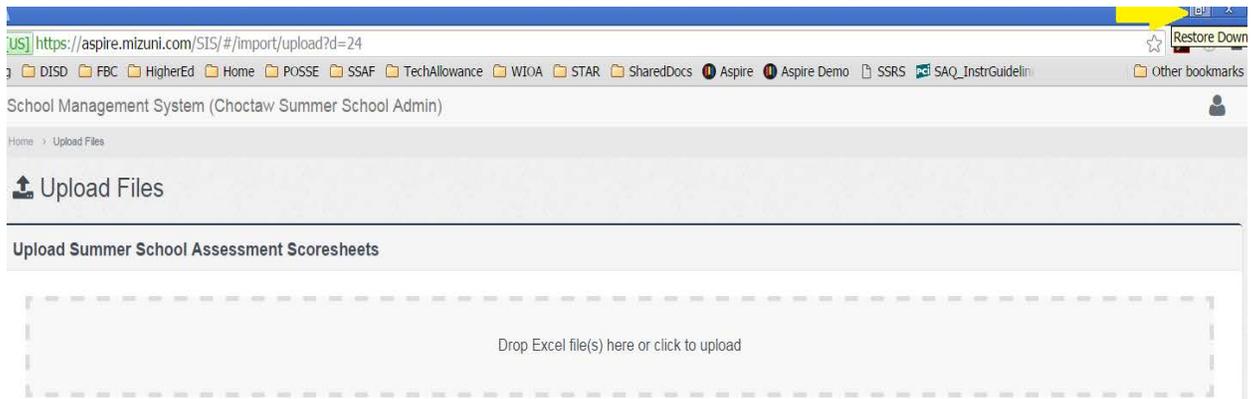
Method 1:

1. Click the “Drop Excel files(s) here or click to upload” option to open the file selection window.
2. Browse to the location of the assessment score sheets on your PC and select the score sheet(s) to upload. You may select a single score sheet, or hold down the ctrl key and click multiple score sheets, or hold down the shift key and select the first and last score sheet to select all.
3. Click “Open”.

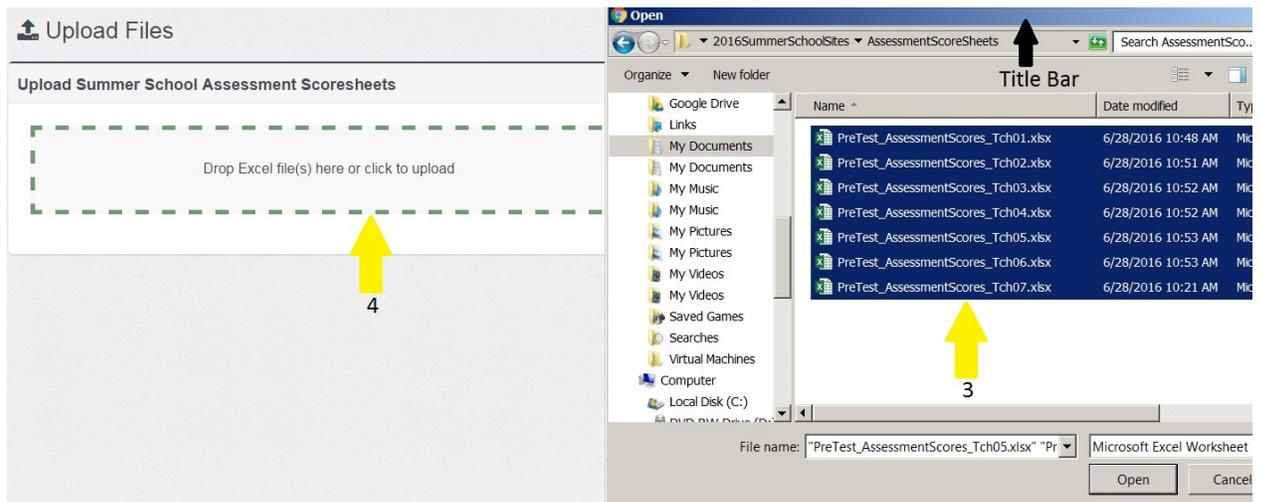


Method 2:

1. Resize the web browser window by choosing the “Restore Down” button in the top right corner of the web browser.



2. Arrange the web browser window and assesment file storage window such that the file(s) can be dragged into the upload area of the web browser window. Windows can be arranged by clicking and dragging the title bar and re-sized by click and dragging any edge of the window.

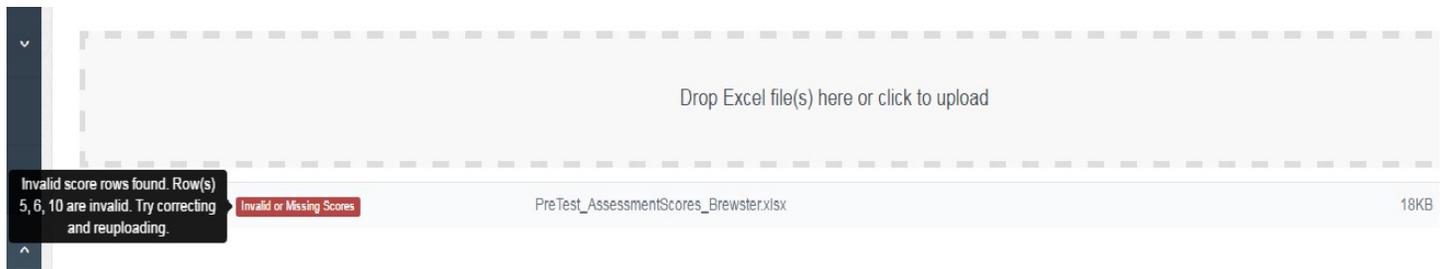
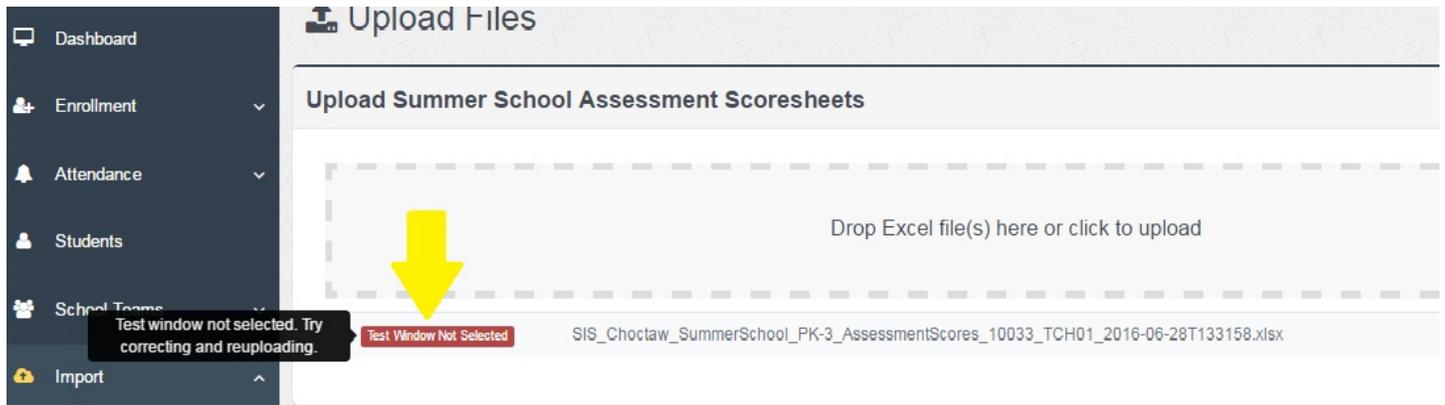


Uploaded files will appear in window with an “Upload Successful” indicator.

Upload Summer School Assessment Scoresheets



If a file contains missing or inaccurate information in the spreadsheet, then an error message will be presented. A tooltip will be displayed by hovering the mouse over the message. Correct the inaccurate data in the spreadsheet and upload the saved file.



A duplicate file message will appear if the same file is uploaded twice. The data will not be re-uploaded. If data has changed in the re-uploaded file, the system will ask if you want to overwrite existing scores. If yes, click the “Overwrite” button.

Uploaded files may be verified by expanding “Import Files” in the navigation pane and choosing the “View Files” option. A file may be re-downloaded by choosing the “download file” icon in the far right column.

| File Name | Upload Date | School | Team | Testing Window | Student Count | |
|-----------|------------------------------|---------|------|----------------|---------------|---|
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 14 | 📄 |
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 13 | 📄 |
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 8 | 📄 |
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 10 | 📄 |
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 9 | 📄 |
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 10 | 📄 |
| Perfor... | 08/22/2016 08:00 (UTC-04:00) | Choctaw | PK-3 | SummerPre | 11 | 📄 |

7 total records